



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX  
75 6TH AVENUE  
FORT KNOX, KENTUCKY 40121-5717

REPLY TO  
ATTENTION OF:

Expires 25 May 2008

IMSE-KNX-IMO (25)

25 May 2006

MEMORANDUM FOR:

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners In Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 36-06 – Cryptographic Logon (CCL) Exception for Failure to Bring Common Access Card (CAC) to Work

1. References.

- a. AR 25-2, Information Assurance, 14 November 2003.
- b. AR-25-1, Army Knowledge Management and Information Technology, 15 July 2005.
- c. Message, JTF-GNO CTO 06-02, 171100Z Jan 06, subject: Tasks for Phase 1 of the Accelerated Public Key Infrastructure (PKI) Implementation.

2. Purpose. This memorandum outlines the procedures for all Fort Knox Campus Area Network (CAN) Cryptographic CAC Logon enabled computer users who fail to bring their CAC card to work and are unable to logon to their computer.

3. Applicability. This policy applies to all Soldiers, civilians, and contractors who are CCL-enabled on the Fort Knox CAN.

4. Policy.

- a. All users are required to logon to Fort Knox CAN computers using their CAC and CAC personal identification number (PIN).
- b. For users who come to work and fail to bring their CAC, an exception from CCL may be requested. Listed below are the steps for requesting an exception:
  - (1) An e-mail request for CCL exception containing justification and the workstation associated with the user must be digitally signed by the user's first line supervisor and sent to the Knox DOIM Customer Support Center.

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(2) DOIM will process the request, which will allow the user a 1-day access without the CCL requirement. The user's password will be sent via encrypted e-mail to the user's Information Assurance Security Officer (IASO).

(3) The IASO will notify DOIM to re-enable the user's account and workstation to the original CCL status.

c. All other issues, i.e. lost or locked out CACs, must be addressed by DEERS/RAPIDS, Building No 1384. DOIM is not authorized to process these requests.

FOR THE COMMANDER:



MARK D. NEEDHAM  
COL, AR  
Garrison Commander

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